



Professional Experience Supervision – 2018 Payment Claim Form Supervising Teacher (Primary/Early Childhood)

Supervising Teacher:	
School/Placement Site:	

Please list the pre-service teacher you intend to claim payment for in the table below.

Pre-service Teacher:	
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Were you the **ONLY** Supervising Teacher? YES NO

If **NO** – What percentage of the placement Supervision are you claiming from the table below? _____%
(OR equivalent no. of days _____)

Supervised pre-service teacher in the Bachelor of Education (Undergraduate) – Please ✓

PP1	5 Assessable Days + 2 week Assessable Block	15 Days	75 hours
PP2	5 Assessable Days + 3 week Assessable Block	20 Days	100 hours
PP3	5 Assessable Days + 3 week Assessable Block	20 Days	100 hours
PP4	5 week Assessable Block	25 Days	125 hours
PP5	Internship	No Payment	No Payment

Supervised pre-service teacher in the Master of Teaching (Postgraduate) - Please ✓

Praxis 1	2 week Assessable Block	10 Days	50 hours
Praxis 2	2 week Assessable Block	10 Days	50 hours
Praxis 3	4 week Assessable Block	20 Days	100 hours
Praxis 4	4 week Assessable Block	20 Days	100 hours

IMPORTANT PAYMENT INFORMATION

1. Payment to Supervising Teachers – As per the State Award (E.G. Currently in Queensland = \$4.21 per hour)

E.G.: PP4 Placement = \$4.21 x 125 hrs = \$526.25 (before tax)

2. Please ensure all documents are returned fully completed to make a claim.

- ~ Supervising Teacher Payment Claim Form
- ~ Tax File Declaration Form
- ~ Banking Details Form
- ~ Registration Form

Please Scan and Email Completed forms to the Professional Experience Office - edupo@cqu.edu.au
Or Post to: Professional Experience Office, CQUniversity, Locked bag 3333, Bundaberg QLD 4670